

Career Portals

Guidelines and Grading Policy

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Welcome to Career Portals! The following information will be helpful to you in understanding the expectations that I have for you.

Materials:

- Laptop
- Pen/Pencil
- Flash drive

Guidelines:

We have several guidelines to follow for this class. I know the list is long, but it is important that we stay focused on how to use technology appropriately.

In the classroom:

- Please place all books and backpacks out of the aisle.
- Students will enter in a quiet and calm manner.
- *Never* bring food or drinks into the classroom.
- *Chewing GUM* is strictly forbidden by school policy!!
- Students *may not* touch any computer equipment without permission.
- Students may not manipulate the equipment in such a way that might cause damage such as unplugging or plugging equipment cords, turning switches on or off to the computer monitors, or printers, or mistreating the equipment in any way.
- Students will be respectful of equipment and other students at all times.
- Do not touch any other student's technology equipment, including keyboards, cables, etc.
- Disrupting class is a selfish act and will not be tolerated.
- Students will only use their own computer.
- Students will not use unauthorized passwords, disclose confidential passwords, or enter or try to enter any unauthorized areas of the computer.
- Only one student at one time may go up to a printer to retrieve their newly printed paper.
- A student will not cause another student to lose work, time, or data.
- When the teacher is speaking, you are to be listening. This means that you are in your seat, not talking and following instructions. Please do not fiddle with the machine or walk around the classroom while the teacher is speaking.
- The teacher will call upon students to answer the questions. Please do not shout out an answer, unless requested by the teacher.

- Students should be in their seats during class. Do not wander around the classroom. You will be in your seats before being dismissed. Keep all 4 legs of the chair on the floor. Push your chairs in so that the chair fits into its space before leaving the classroom.
- Students are to be prepared for class each day; this means everything you will need for class without going back to your locker. (Planner, charger, writing utensil, computer, homework, etc.)
- If something is not working properly, please let the teacher know during an appropriate time.
- Do not use other student's laptops, unless you are given permission by the teacher. This includes turning off someone else's machine.
- **THIS TECHNOLOGY IS FOR EDUCATIONAL PURPOSES. THEY ARE TOOLS, NOT TOYS.**
- You will only be allowed to listen to music when specified by the teacher; headphones are not to be in your ears when the teacher is talking. Only one headphone should be worn at all times so that you can hear when the teacher starts talking. If you have headphones in, you must remove them if the teacher is speaking. **Failure to do so will result in loss of music privileges.**
- Misuse of the internet, including games is strictly forbidden!!!!
- Do not write on the tables, nor move them.
- Passwords: You are NOT to give out your password and lunch number to another student. This number will stay with you during your entire time at CISD. You will NOT be assigned another number. Keep them confidential.
- You will be saving your work to the server under your name. No work shall be saved under my documents or the C Drive. I will show you how to save your work. When logging into the machines, look to make sure your name is appearing in the drop down menu in the program that you are working on. You may have to login again, if the folder is not there.

Professionalism Grade:

- Students may lose computer privileges and have a decline in grade if found:
 - Downloading files
 - Searching inappropriate sites
 - Abusing email
 - Using inappropriate language using technology resources
 - Altering materials saved on the hard-drive
 - Off task
 - Reviewing information without permission
 - Gaming
 - Abusing the equipment
 - Looking at other' accounts, including using/stealing passwords
 - Not logging in properly
 - Not saving correctly
 - Disregarding technology/classroom rules

Remember: Our technologies at school are **TOOLS, NOT TOYS.**

Grading Policy:

- Test 40%
- Quiz 25%
- Projects 25%
- Homework 10%

Tutorials:

Monday afterschool I will be available for tutorials unless otherwise notified. Tutorials may also be before or after school with given notice. Appointments can be made.

Homework:

You will have homework in this class. I expect each and every student to come to class each day prepared to work. *Homework assignments will be due every Thursday for the week.*

Late Work:

1 day late = no grade higher than a 70
2 days late = no grade higher than a 50
3 days late = no grade higher than a 0
After 3 days late work will not be accepted!!!

Two missing assignments will result in a detention being assigned.

Leaving class:

You will not be allowed to leave class to go to the restroom, get a drink of water, go to your locker or use the phone. There is a passing period in between classes that should be used for these things. Passing period is not for visiting with your friends and socializing. You will be given 2 hall pass coupons each six weeks. If coupons are not used they may be turned in for a 100 daily grade at the end of each six weeks.

Parents:

I will be in contact with your parents at different times throughout each six weeks. Parents will be notified by me when a student is failing, missing assignments or acting up in class. Parents will also be notified when a student has done something well in my class or made a great achievement.

*****Please sign and return this page of the Class Guidelines and Grading Policy. This is a grade!!!!**

I understand that I make decisions that affect my actions. I make choices and am responsible for my own behavior. I also understand that if I do not abide by the rules, I may lose some or all of my computer privileges and there might be other disciplinary actions.

I have read and understand the above rules and I agree to abide by all of the rules.

Student's Name _____ Period# _____

Student Signature _____ Date _____

I have read the computer room rules with my child.

Parent/Guardian _____ Date _____